
Request for Proposals
PROJECT MANAGER – TOWN CENTER SIDEWALK

March 2007

The Town of North Hampton, NH is soliciting proposals for professional project management services for the design and construction of a sidewalk along the north side of Atlantic Avenue between the Town Library and the Elementary School. The Town received a Transportation Enhancements Grant from the State of New Hampshire Department of Transportation (NHDOT), and is subject to the procedures of NHDOT publication Transportation Enhancement & Congestion Mitigation and Air Quality Programs - Manual for the Development of Projects. The Grant application and the municipal agreement are available upon request.

The full grant (State Project No. 14820) includes funding for the project management, engineering and design, right-of-way, and construction of the sidewalk. This request for proposals is limited to project management, as further defined under the scope of services herein. The consultant that is awarded the project management contract shall be precluded from performing engineering and design consulting services for this project.

The anticipated schedule for completion of this project is:

- April 2007 Selection of Project Management Consultant
- June 2007 RFP for Survey/Engineering services
- Dec 2007 Right-of-Way Certification
- Dec 2008 Final Design Completion
- Feb 2009 Advertisement for Bids
- Aug 2009 Project Completion

The selected consultant will be responsible for the following, as agent for the Town:

- Assignment of a project manager who will be responsible for coordination with the Town.
- General administration of the project.
- Development of a monthly schedule for project completion.
- Assistance in the selection of the project design consultant(s), and bidding/awarding of the construction contract, ensuring that all selection criteria and documents meet the requirements of the Town and NHDOT.
- Coordination with the selected design consultant to assure that all design tasks and design documents meet the requirements of the Town and NHDOT, including environmental review and ROW clearance.
- Scheduling and facilitation of a required public meeting.

- Preparation of monthly status reports, summarizing the progress of work items, and contact with local property owners or other relevant stakeholders.
- Documentation of meetings and distribution of meeting minutes.
- Accounting of the project budget, ensuring that all invoices and documents meet the requirements of the Town and NHDOT
- Records management.

SUBMITTAL REQUIREMENTS

The Town of North Hampton will receive proposals labeled **PROJECT MANAGMENT - TOWN CENTER SIDEWALK** at the Town Office, 233 Atlantic Avenue, North Hampton, NH 03862 until 2:00 PM April 8, 2007. Prospective consultants should provide five (5) copies of each proposal. Applicants are solely responsible for ensuring that proposals are delivered on time. Proposals received after the due date and time will be returned unopened. Faxed proposals will not be accepted.

This RFP does not, under any circumstances, commit the Town to pay any costs incurred by any applicant in the submission of a proposal. The applicant is responsible for all costs associated with its response to this RFP. The Town reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in proposals. All materials submitted in response to this RFP will become the property of the Town upon delivery.

Qualifications

The applicant must include the following information in a proposal:

1. A brief description of the firm to include its history, organization, structure, and capabilities.
2. A resume detailing the experience and relevant background information for the proposed project manager. The resume should have detailed qualifications within the areas of project management, engineering, and construction under the Transportation Enhancements program.
3. An illustrative list of previous contracts for similar services performed by the proposed project manager.
4. A short narrative describing the nature and extent of each engagement should be provided.
5. Please indicate those organizations that may be contacted by the Town as references.

Schedule

After review of available documents related to the project, the consultant should provide a description of how he/she will meet the project management need. The contractor can propose the number of hours he/she feels it will take to meet these demands. The expected contract will be for thirty (30) months, following the schedule outlined above.

Cost Proposal

In accordance with FHWA procurement guidelines, the selection will be a Qualification Based Selection. The Town still asks, for informational purposes, that applicants provide, under separate cover, a proposed budget that is consistent with this RFP:

The applicant shall provide a statement of whether the consultant will be reimbursed on a time and expense basis or on a fixed price basis.

If fixed-fee compensation is desired, payment will be on a monthly percentage basis as 1/30 of the total fee. The cost proposal should indicate the total fee.

If time and expense compensation is desired, reimbursement for time and expenses will be by monthly invoice based upon the actual time spent on the project and expenses incurred at rates provided and other actual costs incurred based upon documentation acceptable to the Town and NHDOT. The cost proposal should indicate the estimated total cost with a breakout of:

- fees for staff time, hourly rates, and estimated number of hours
- travel expenses, including transportation costs, lodging and subsistence if necessary
- detailed analyses for all overhead and other costs, if appropriate
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The Town hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, or disability in consideration for an award.